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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 1 – October 31, 2007

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
October 2007

TOAM: Elaine Chan
PM: Patrick Gookin

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on October 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on October 12.

The Records Center Performance Measurements Reports were submitted to the TOAM on October 10.

The Major Projects Status Report was submitted to the TOAM on October 11.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,387 documents and edited 4,443 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

BELLOWS AIR FORCE BASE
DRUG ENFORCEMENT ADMINISTRATION
LUKE AIR FORCE BASE
MARE ISLAND NAVAL SHIP YARD
MARINE CORPS BASE HAWAII
NAVAL MAGAZINE LUALUALEI
NORTON AIR FORCE BASE
TUSTIN MARINE CORPS AIR STATION

The site assessment Librarian IV received 3 lft. of new documents, of which .5 lft. were federal facilities documents, and processed 16 new sites. In addition, .5 inch of NPL Docket material was received.

Staff shifted approximately 21.3 lft. of documents to make room on the shelves for new documents.

On October 10 staff met with the TOAM, RPM Keith Olinger, and EPA contractor James Brown to discuss indexing Operating Industries, Inc., Landfill e-mails in the Lotus Notes database. As a result of the meeting, a copy of the database will be provided to the Records Center so that indexing can proceed.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

16.4 lft. of documents were picked up from EPA regional offices. 9 Transfer of Records forms were processed.

.8 lft. of documents were retrieved from the FRC.

Staff performed quality assurance on .4 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated October 15.
FRC Storage Report, updated October 15.
On-Site Storage Report, updated October 15.
Contracts On-Site Storage Report, October 12, 18, and 29.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 3,498 documents (69,883 pages) during October and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 12 SCAP accomplishment documents during October.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Five Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

- OMEGA CHEMICAL CORP, OU 01 (SSID 09BC)
- OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
- OPERATING INDUSTRIES, INC., LANDFILL, OU 03 (SSID 0958)
- TUCSON SOURCES, OU 02 (SSID 091C)

Staff received 4 requests for cost package and/or contract documents, performed 8 database searches in SDMS and provided 6 documents for EPA staff during October. Site-specific charges occurred for the following sites:

- CASMALIA RESOURCES, OU 01 (SSID 093H)
- OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
- OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958) (DeMenno Kerdoon)
- TUCSON SOURCES, OU 02 (SSID 091C)

The Cost Package Documentation Index was updated on October 12, 18, and 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 4.5 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09PS	00	AMBITECH, INC
09QK	00	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
092Q	01	ANDERSEN AIR FORCE BASE
09ZZ	N/A	ARIZONA AGRO CHEMICAL YUMA
09ZZ	N/A	ATARAXIA FARMS
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09ZZ	N/A	BUMPER EXPRESS RESTORATION
09L8	01	BURR BROWN
093H	00	CASMALIA RESOURCES
09PQ	00	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
09MU	00	CHINO AIRPORT RADIUM DIALS
09ZZ	N/A	CHOULIC GRAVEL PIT
0945	01	COAST WOOD PRESERVING
091N	01	COOPER DRUM
09H4	01	CRAZY HORSE SANITARY LANDFILL
09Y1	00	DCE CIRCUITS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09KP	00	DICO OIL CO
09P8	01	EDWARDS AIR FORCE BASE
09H6	01	EL TORO MARINE CORPS AIR STATION
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
0962	01	FAIRCHILD SEMICONDUCTOR
09KE	00	FORD CITY BURN DUMP
09H7	00	FRESNO MUNICIPAL SANITARY LANDFILL
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
09EJ	00	GAMBONINI MERCURY MINE
09H8	00	GBF & PITTSBURG DUMPS
09H8	01	GBF & PITTSBURG DUMPS
09X6	01	HALACO ENGINEERING CO
09NT	01	HIGHWAY I60/MILE 327 RADIATION SITE
09QS	00	HUNTINGTON HOSPITAL MERCURY
09QG	00	IMPRESSIONS POLISHING & PLATING
0920	01	INDIAN BEND WASH NORTH
0986	01	INTEL CORP (MOUNTAIN VIEW PLT)
0917	01	IRON MOUNTAIN MINE
09ZZ	N/A	KAPALAMA MILITARY RESERVATION
09ZZ	N/A	KERR MCGEE CHEM CORP
0989	01	LORENTZ BARREL & DRUM CO
09QR	00	LOS ALAMITOS MERCURY
0976	01	LOUISIANA-PACIFIC CORP
09Q2	01	LUKE AIR FORCE BASE
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD

SSID	OU	SITE NAME
09ZZ	N/A	MARRIOTT TUCSON LINEN
09ZZ	N/A	MARTIN ADAMS DUMP
0941	01	MCCLELLAN AIR FORCE BASE
0904	00	MCCOLL
091E	01	MCCORMICK & BAXTER CREOSOTING CO
0946	01	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	14	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	17	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
09ZZ	N/A	NAVAJO SHEEP DIP VAT PROJECT
09ZZ	N/A	NEWELL
09J5	00	NEWMARK GROUNDWATER CONTAMINATION
0978	01	NORTON AIR FORCE BASE
099A	00	OAKLAND NAVAL REGIONAL MEDICAL CTR
095Y	00	OAKPORT DEVELOPMENT
09BC	00	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09M8	00	OSAGE
09NY	01	PACIFIC AEROSPACE INC
09J6	01	PACIFIC COAST PIPELINES
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PG&E POTRERO POWER PLANT
09ZZ	N/A	PG&E SERV CNTR SAN RAFAEL
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09JV	01	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	PIOCHE MINE TAILINGS SITE
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
09ZZ	N/A	QUALITY CLEANERS
0993	01	RAYTHEON CORP
09LC	00	RINCONADA MINE
09ZZ	N/A	ROCKWELL INTL CORP SSFL I
0979	01	SACRAMENTO ARMY DEPOT
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09QL	00	SANTA SUSANA FIELD LABORATORY (SSFL)
09ZZ	N/A	SANTAN DUSTERS INC
09P9	01	SCHOFIELD BARRACKS
094K	00	SELMA ELECTRO PLATING
0980	01	SHARPE ARMY DEPOT

SSID	OU	SITE NAME
09ZZ	N/A	SHORTS SCRAP IRON AND METAL INC
09ZZ	N/A	SIERRA CHEMICAL CO FRONT STREET FAC
0994	00	SIGNETICS, INC
09ZZ	N/A	SIMPSON PAPER CO DISPOSAL
09J8	01	SOLA OPTICAL USA, INC
0942	00	SOUTH BAY ASBESTOS
09ZZ	N/A	SOUTHWESTERN PORTLAND CEMENT VICTORVILLE
09Q5	01	TRACY DEFENSE DEPOT
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
09ZZ	N/A	TULARE MUNI ARPT
09K5	01	VALLEY WOOD PRESERVING INC.
099X	00	VERDESE CARTER PARK
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09Q1	01	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 66 requests for documents, performed 379 database searches in SDMS-C, and provided 660 documents for EPA staff and other requesters.

Thirty-seven indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on October 2 and October 3, respectively.

Staff sent out 63 Document Location Notices to EPA staff and contractors.

Circulation Department staff completed the September quality assurance check of the names of authorized borrowers entered in the Document Circulation Utility location list.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 7 FOIA requests totaling 16 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,289 non-FOIA-related pages for EPA and other requesters, and sent approximately 800 pages off-site to a copy service. In addition, staff printed 15 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 19 requests for documents on CD-ROMs. 36,537 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09QK	00	AMCO CHEMICAL
09Q4	01	BARSTOW MARINE CORPS LOGISTICS BASE
09W3	00	BLUE WATER URANIUM MINE
09W4	01	BROWN & BRYANT INC. (ARVIN PLANT)
093H	01	CASMALIA RESOURCES
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
095F	00	DODSON BROTHERS OIL COMPANY
09ZZ	N/A	FORMICA CORP
09ZZ	N/A	GOODYEAR TIRE & RUBBER CO
09ZZ	N/A	HAVASUPAI CANYON DRUM
0917	01	IRON MOUNTAIN MINE
09MK	00	KING TUTT MESA AGGREGATE SITE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
091A	00	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
098P	00	MARE ISLAND NAVAL SHIPYARD
09M6	01	MEW STUDY AREA
0946	01	MGM BRAKES
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP

SSID	OU	SITE NAME
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09QT	00	MT. FINANSANTA REPEATER BATTERY SITE
09HG	00	NAVAJO RADIOACTIVE HOGANS
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC LANDFILL
09D6	00	PALOS VERDES LANDFILL
09ZZ	N/A	PALOS VERDES LDFL #2
099K	01	PEMACO MAYWOOD
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
0921	01	PURITY OIL SALES INC.
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09P9	01	SCHOFIELD BARRACKS
09ZZ	N/A	SOUTHWESTERN PORTLAND CEMENT VICTORVILLE
09HQ	00	STEELER INC.
09K2	01	SULPHUR BANK MERCURY MINE
0981	01	TH AGRICULTURE & NUTRITION
09Q5	01	TRACY DEFENSE DEPOT
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
091C	02	TUCSON SOURCES
09R3	01	UNITED HECKATHORN
09ZZ	N/A	VALLEY VIEW MINE
09ZZ	N/A	VARIAN ASSOCIATES JAY ST
09ZZ	N/A	VARIAN ASSOCIATES CORP HDQTRS HANSEN WAY
09Q1	01	WILLIAMS AIR FORCE BASE

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in October:
 AMCO Chemical Removal AR Supplement 1, sent October 12.
 Mt. Finansanta Repeater Battery Site Removal AR, sent October 31.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

No activity occurred in this reporting period.

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 13 collections

Electronic files attached to E-mails: 77 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of October, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09GU	00	ANACONDA COPPER CO (YERINGTON)
09QT	00	MT. FINANSANTA REPEATER BATTERY
091S	01	PEARL HARBOR NAVAL COMPLEX
09QW	00	PETALUMA MARSH WILDLIFE AREA
09QB	01	SAN FERNANDO VALLEY (AREA 2)
09K2	01	SULPHUR BANK MERCURY MINE
09K5	01	VALLEY WOOD PRESERVING INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on October 31.

The RMS IV/Assistant Manager held meetings with special projects staff on October 2 and 3.

The RMS IV/Circulation Department Supervisor held departmental meetings on October 17 and 25.

The RMS IV/Head Indexer held a departmental meeting on October 16.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on October 17.

The PM continued to purchase supplies and/or equipment as needed during the month.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS-C training to RPM S. J. Chern on October 2 and to Case Developer Andrew Taylor on October 10. The Librarian IV also gave Mr. Chern and Mr. Taylor a copy of the *SDMS Quick Reference Guide*.

At the request of the TOAM, on October 30 the PM gave a tour of the Records Center to four EPA headquarters staff.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On October 30, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

On October 18 an RMS IV assisted EPA staff person Andrew Terry with technical problems caused by the Pointsec PC program installed on some Records Center computers. The technical problems were successfully resolved.

An RMS IV coordinated with EPA staff person Bob Zucker to update the R9REC server to the new version of Symantec Anti-Virus. The application was successfully installed on October 18.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

At the request of the TOAM, the PM attended a national Superfund Document Management System meeting in Atlanta, Ga. on October 16-17. The PM provided a summary report of the meeting to the TOAM on October 31.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in November.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

IS II/Circulation Assistant Cheryl Allmon submitted her resignation effective October 18. Recruitment to fill this position has begun.

IS III/Computer Support Specialist Jonathan Scoles submitted his resignation effective October 29. Recruitment to fill this position has begun.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 19 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 12 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
3,498	26.7	26.7

Inventories

Records Surveyed	Year to Date
26 LFT	26 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
59	0	0	0	16	0	0	3	78